



# WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

## Personnel Department: Contingent Workforce Programs

JOB # 3-2009

Department Planning & Development (DPD) Number of Positions 1 Wage \$17.85  
Job Title (Neighborhood) Planning Intern Location 18<sup>th</sup> floor of Municipal Tower, 700 5<sup>th</sup> Ave  
Start Date ASAP End Date Open Work Scheduled Between Flexible AM/PM Flexible AM/PM  
Minimum 19 Hours/Week and Maximum 19 Hours/Week Summer Schedule 40 Hours/Week  
Special Work Scheduling Requirements Some weekend and evening work hours

### SUMMARY OF WORK TO BE PERFORMED:

Provide assistance to the Neighborhood Planning Team within the Planning Division of DPD.

**DUTIES STATEMENT:** Describe the work in detail. List duties in their order of importance and include in the left column an estimate of the percentage of work for each duty.

|                 |   |
|-----------------|---|
| % of time<br>25 | 1) Assisting with demographic, transportation and urban design research.  |
| 25              | 2) Assisting in planning and setting up community meeting planning and other events and work on logistics.      |
| 25              | 3) Assisting in field recording and documentation.  |
| 15              | 4) Coordinate general office duties including copying, filing, preparing for meetings and assembling materials. |
| 10              | 5) Other administrative duties as necessary.  |

### EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Professional office skills--leadership, increase their knowledge of Neighborhood Planning, community groups, assist with coordinating and set-up of presentations, organization and outreach ability.

### MINIMUM QUALIFICATIONS:

Programs or specific areas of study include: Urban design, planning, or Land Use background.  
Work study funding through financial aid (proof required). Strong written and oral communication skills.

### DESIRED QUALIFICATIONS:

Urban design and Land Use and Transportation Planning skills and expertise.

### EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

This intern position will be supervised by the neighborhood planning manager. It is anticipated that the intern will work both in the planning team office and in the field. Direction and guidance will be given at regular intervals.

### Application Instructions:

- 1) Send your resume AND your UW Job Referral Form (you can pick this up at your work study office) to [cwp@seattle.gov](mailto:cwp@seattle.gov) or fax to 206-684-5809.
- 2) \*\*Include the position title, job # (3-2009), and your e-mail address.

**Positions are open until filled so apply as soon as you receive your work study job referral form.  
We only hire students with WA State work study funding. Questions? Call 206/684-7264.**